

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**July 30, 2008**

5 Page Document

---

<b>TITLE:</b>	Services and Policy Section Supervisor
<b>POSITION NO:</b>	14140
<b>LOCATION:</b>	Health Resources Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$41,252 - \$51,565 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

---

**APPLICATION DEADLINE:** Applications may be returned to any local Job Service Office, or applications may be faxed directly to Human Resources (406-444-0262) or sent directly to DPHHS, Human Resources office, PO Box 4210 (111 Sanders, Room 202), Helena, MT 59604. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, August 13, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Transcripts are required and must be submitted at time of application. Some occasional travel (10% or less) is required.

**TRAINING ASSIGNMENT:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required experience in designing and implementing health care related services/programs/policies, collaborating with stakeholders, etc. Salary depends upon education and experience.

**TYPICAL DUTIES:** This position manages several significant Medicaid programs including physicians, mid-level practitioners, and Early and Periodic Screening, Diagnosis, and Treatment (EPSDT); and manages section services and policy staff, programs, projects, budgets, systems of care, and data systems. Specific duties include developing and implementing policies and programs; determining effectiveness of proposed Medicaid covered services; performing cost-benefit analyses of proposed services; creating and designing new and proposed Medicaid services, criteria, and policies having no guidelines or precedents; assuring compliance with department, state, and federal requirements; developing budgets for management approval; and directing the Managed Care Bureau in the absence or at the request of the Bureau Chief. This position supervises three employees.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of financial management; principles of supervision and management; research and policy analysis principles; and complex data systems.

**Skills:** Skill in dealing effectively with providers, clients, associations, and sensitive public, political, and agency relationships.

**Abilities:** Ability to communicate effectively verbally and in writing; conduct program planning, management, and evaluation; manage program financial resources; facilitate development and implementation of policies, goals, and objectives; and establish effective working relationships with employees and the public.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in business, finance, health administration, human services, public administration, management, health care, political science or similar degree **AND** four years experience in designing and implementing health care related services, programs, and policies; collaborating with stakeholders (associations, legislators); etc. Supervisory experience is preferred but not required. Other equivalent combinations of education and experience may be considered; however, a Bachelor's degree is required.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Copy of transcripts for any coursework at a college or technical school **due at time of application**. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*); and
4. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Services and Policy Section Supervisor  
Position: #14140  
Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplement questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Your answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume. Please limit your responses to no more than two pages for all supplemental questions combined.

1. Please describe your role and level of responsibility with health care services and programs management.
2. The Supervisor of the Services and Policy Section is responsible for establishing and maintaining effective relationships with Medicaid providers and related associations. Please describe professional relationships you have established with health care providers, associations, or other health care related entities. What did you do to maintain these relationships?